

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, July 16, 2026
Board Meeting 5:30 p.m.
Cardinal Event Center**

"Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world."

- I. Adoption of Agenda..... Exhibit 1
- II. Approval of June 11, 2026, Regular Meeting Minutes..... Exhibit 2
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Student Life Report
 - C. Administrative Reports
 - i. Comparison of Expenditure to Budget
 - ii. Facilities Report
 - D. President's Report
- IV. Old Business (Action, Report, or Discussion)
 - A. Policy Approvals Exhibits 3,4,5,6,7
- V. Executive Session for Personnel Matters for Non-elected Personnel
- VI. New Business (Action, Report, or Discussion)
 - A. Athletic Insurance
 - B. New Staff Employment Letters Exhibits 8,9,10,11
 - C. New Faculty Position Exhibit 12
 - D. Faculty Contract.....
 - E. Tax Levy Certification
 - F. Master Agreement Contract Ratification
 - G. Administrative & Staff Salary Increase.....
 - H. Approval of Bills Exhibit 13
- VII. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board's approach to public comment with the following statement:

"At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action." The Board also retains the right to set time limits on public comment.

EXHIBIT 1

In the event that a large number of citizens are present and wish to speak in favor of or opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

- VIII. Next Regular Board Meeting: Thursday, August 13, 2026, 5:30 p.m.,
Cardinal Event Center
- IX. Adjournment

**LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
June 11, 2026**

The Board of Trustees met at 5:30 p.m. on Thursday, June 11, 2026, at the Cardinal Event Center.

Members Present

Greg Chalker
Becky Dantic
John "JR" Keene
Rod Landrum
Montie Taylor
David Winchell

Others Present

Dr. Mark Watkins	Dr. Jason Sharp	Leanna Doherty	Kelly Kirkpatrick
Dr. Ken Elliott	Theresa Hundley	Ross Harper	Kevin Doherty
Jody Burzinski			

Heidi Flora recorded the minutes.

Adoption of Revised Agenda (ACTION ITEM)

Chair Landrum asked for changes or additions to the revised meeting agenda. There were none. Trustee Winchell moved to approve the revised meeting agenda as presented. Trustee Dantic seconded the motion, and the motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Landrum asked for corrections or additions to the May 21, 2026, regular meeting minutes. There were none. Trustee Dantic moved to approve the minutes as presented. Trustee Taylor seconded the motion, and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report: None

Student Government Report: None

Administrative Report:

Comparison of Expenditures to Budget - The May financial report was placed on the tables. At the end of May, we were 92% through the year. The general fund was 88% expended, and the post-secondary technical education fund was 87% expended. Vice-President Doherty invited questions from the Trustees.

Budget Assumptions – Vice President Doherty provided handouts and discussed the budget assumptions for 2026-2027.

Insurance Renewal – Vice President Doherty provided hand-outs and discussed the new premium comparison for the insurance renewal.

Trustee Chalker moved to continue with the current provider and approve the presented premiums. Trustee Keene seconded the motion, and the motion carried 6-0.

Facilities – Kevin Doherty, Director of Facilities, reported that P1 was making good progress on the Zetmeir Building, and he believed the job was going well.

He shared that he had received one quote for resurfacing the Workforce parking lot and was looking to get at least a couple more.

Kevin also reported he had received quotes to restripe the library and event center parking lots at around \$6,000 each. This is being scheduled to be done soon.

Kevin said he is waiting on a quote from KONE regarding a stabilizing issue with the Zetmeir Building elevator. KONE has confirmed that the elevator is safe to continue using in the meantime.

President's Report:

Dr. Watkins said he received news from Gale Brown, Director of Radiography, that the 2026 radiography graduates had received a 100% pass rate. This marks the 11th year in a row!

Dr. Sharp gave an HLC update.

Dr. Watkins reminded the Board about the upcoming retirement luncheon and reception for his retirement.

New Business (ACTION, INFORMATION, OR DISCUSSION ITEMS)

Policy Reviews

Dr. Watkins presented the following policies for review: Policy 1.06 – Meeting of the Board of Trustees; Policy 1.07 – Trustee Ethics; Policy 1.08 – General Policy; Policy 1.10 – Board of Trustees Travel; Policy 1.11 – College Unencumbered Cash Balance. These policies will be presented for approval at the July Board of Trustees meeting.

Department Review

Vice President Doherty and Jody Burzinski, Director of IT, presented the Comprehensive Departmental Review for Information Technology. Trustee Winchell moved to accept the review. Trustee Dantic seconded the motion, and the motion carried 6-0.

Approval of Bills

Trustee Dantic moved to approve the Claims Register. Trustee Keene seconded the motion, and the motion carried 6-0.

Faculty Contract Approval

Trustee Keene moved to approve a faculty contract for Kelsie Foster, Instructor of Nursing, at a salary of \$55,147/year, starting 8/10/2026. Trustee Winchell seconded the motion, and the motion carried 6-0.

New Staff Employment Letter

Trustee Winchell moved to approve the new staff employment letter for Zachary Coble, IT Support Technician, at a salary of \$41,107/year, starting 6/15/2026. Trustee Keene seconded the motion, and the motion carried 6-0.

New Vehicle Purchase

Trustee Taylor moved to approve the bid from Mike Carpino for a 2026 Ford Explorer for \$40,880. Trustee Chalker seconded the motion, and the motion carried 6-0.

Public Comment

On behalf of the Board members, Chair Landrum thanked Dr. Watkins for his years of service and dedication to Labette Community College and wished him well on his upcoming retirement.

Executive Session

Trustee Chalker moved to recess into executive session at 6:23 p.m. for 10 minutes for personnel matters for non-elected personnel. To protect the privacy interests of an identifiable individual. Trustee Dantic seconded the motion, and the motion carried 6-0.

The following were invited to participate in the executive session: Dr. Jason Sharp

At 6:33 p.m., Trustee Chalker moved to extend the executive session for 10 minutes. Trustee Dantic seconded the motion, and the motion carried 6-0.

The Board returned to open meeting at 6:43 p.m.

Adjournment

Trustee Dantic moved to adjourn the meeting at 6:45 p.m. Trustee Winchell seconded the motion, and the motion carried 6-0.

Heidi Flora, Clerk of the Board

SUBJECT

Approval of Board Policy Revisions

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President is presenting the following policies for approval:

- Policy 1.06 – Meeting of the Board of Trustees
- Policy 1.07 – Trustee Ethics
- Policy 1.08 – General Policy
- Policy 1.10 – Board of Trustees Travel
- Policy 1.11 – College Unencumbered Cash Balance

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the revisions to Policies – 1.06, 1.07, 1.08, 1.10, and 1.11.

POLICY 1.06 MEETING OF THE BOARD OF TRUSTEES**A. Time and Place**

The regular monthly board meeting shall be held at a time and place established annually by resolution of the Board. Additional meetings of both a regular and special nature may be scheduled at the discretion of the Board as a whole, the chairperson, or any two members of the Board so requesting same. All such meetings will be subject to the conditions as defined in the Kansas Statutes.

The Board may adjourn or recess any meeting for specific reasons such as an executive session, etc.

B. Quorum

A majority of all members of the Board shall constitute a quorum (4) for the transaction of business.

Any resolution passed must do so through the use of procedures as is consistent with the Kansas Statutes. At any time the vote of the members of the Board is not unanimous, or a member fails to vote, all votes are to be recorded as "yes" or "no" or "pass" if requested by any members.

C. Special Meetings

A special meeting of the Board of Trustees shall be called by the chair, or any two members, by serving on the other members a notice at least twenty-four (24) hours before the hour of the meeting. No business shall be transacted except that for which the meeting is called.

D. Meeting Open to the Public

All regular meetings of the Board of Trustees shall be open to the public. At any time that a quorum of the Board is present, the meetings will be handled in strict compliance with 75-4317 et seq.

E. Order of Business

At all meetings, the order of business shall follow an agenda. Such agenda shall be subject to adoption and/or amendment by the Board.

F. Call to Order

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At each meeting of the Board, the Board shall be called to order by the chairperson, or in the ~~chair~~ chairperson's absence, by the vice-chairperson, or in the absence of both the chair and the vice-chair, by any member when a chair pro tempore shall be elected. The clerk shall record the names of the members present and absent.

G. Budget

The Board shall receive from the President a full and complete estimate of the needs of the College for the next fiscal year, and with these estimates in view, the Board shall prepare a full and complete budget according to the requirements of the laws of the state.

H. Committees

The chairperson of the Board of Trustees shall appoint special committees as are deemed necessary by the Board of Trustees. A special committee shall report recommendations to the Board for appropriate action. A special committee shall be dissolved when its report is complete and accepted by the Board.

I. Payment of Funds

All warrant-checks for payment of funds shall be signed by the chairperson, attested by the secretary and countersigned by the treasurer as provided in 10-803 and 10-805.

J. Agenda

The President in consultation with the chairperson of the Board will prepare the agenda for all meetings of the Board.

Members desiring to have an item placed on the agenda should notify the chairperson or President at least five (5) days in advance of the meeting date.

There shall be one opportunity for Public Comment on each agenda.

K. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any

topic. The Chair of the Board explains the Board's approach to the public comment with the following statement: "This is the time when the general public can speak to the Board about items and concerns that pertain to the college and college activities. At this time, the Board does not take anything under consideration for action or guarantee future attention. Also, please take a minute to silent your cell phones." "At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action."

The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

L. Distribution of the Agenda

The agenda and supporting material will be delivered to each Board member at least forty-eight (48) hours prior to the meeting time.

M. Executive Sessions

Executive session may be conducted as presented by law.

Revised: 6/14/05, 6/11/15, 6/12/21

Reviewed: 3/11/19

POLICY 1.07 TRUSTEE ETHICS

Code of Ethics for members of Community College Board of Trustees:

- A. To become knowledgeable so that I can execute my duties and carry out my responsibilities in a creditable manner.
- B. To cooperate with my fellow ~~board~~ members and respect their differences of opinion.
- C. To vote my honest conviction on all issues based on facts and concern for all persons affected rather than on personal bias or political or other outside pressure.
- D. To support all policy votes of the ~~board~~ regardless of how I voted.
- E. To remember that the President and the ~~board~~ Board as a whole are the only official spokespersons for the institution.
- F. To support the President as chief administrative officer of the institution.
- G. To direct to the President or Chair~~person~~ of the Board of Trustees all complaints or criticisms brought to me about either the institution or the President.
- H. To resist the temptation to use my position for personal gain.
- I. To place as high a priority on the educational programs of the institution as I place on the business of College operation.
- J. To function as a policy-maker and not an administrator of the institution.
- K. To understand and abide by the Open Meetings Law by encouraging attendance of interested citizens, organizations, and the media when current institution operations and future plans are being discussed.
- L. To solicit support of county commissioners, legislators and private companies in obtaining funds for the operation and maintenance of the institution.
- M. To support the state and national community ~~College~~ college trustees associations.
- N. To strive constantly toward ideal conditions for the most effective board service.

Adopted 6/13/94
Revised: 5/1/14
Reviewed: 6/22/15, 5/13/21

POLICY 1.08 GENERAL

- A. Authority of Members of the Board of Trustees: The Board members have authority for official Board action only during official meetings. No member of the Board shall have the power to act in the name of the Board unless authorized to do so by the majority of the Board in an official meeting.
- B. Opportunities for Development: Members of the Board of Trustees are expected to participate in professional development activities including national, state, and regional programs related to the ~~community~~ Community College. If authorized by the Board and/or the chairperson of the Board, normal travel expenses incurred in connection with College business will be reimbursed in the same manner as that used for reimbursement of staff expenses.
- C. Suspension or Amendment of Policies: The policies of the Board may be suspended at any meeting by a vote of four (4) or more members. They may be amended by a majority of members at a regular, adjourned, or special meeting of the Board.
- D. Bonding of Officers and/or Employees: The treasurer, and such other officers or employees as shall handle money on behalf of the Community College, shall first secure a suitable bond by a responsible bonding company. Such bond, or bonds, shall be paid for by the College.

Revised: 6/13/94

Reviewed: 6/22/15, 5/13/21

POLICY 1.10

BOARD OF TRUSTEES TRAVEL POLICY

- A. The Board encourages participation of its members at appropriate conferences, workshops, conventions, seminars and meetings. Board members will work with the President to determine which meetings appear to be most promising in terms of producing benefits to the Community College ~~district~~. When an approved meeting is not attended by the entire Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.
- B. Each year, at least one member of the Board of Trustees shall endeavor to attend a regional or national meeting at the expense of the Community College ~~district~~, with preference given to the chair unless they attended the previous year. Should the chair choose not to attend, or if they attended the preceding year, another trustee will be designated by the Board.
- C. A maximum number of two members may attend a regional or national convention (i.e., American Association of Community Colleges or American Association of Community College Trustees) in any given year at the college's ~~district~~ expense. The Board may, by majority vote, exceed this guideline.
- D. Funds for Board members' participation at various meetings will be provided for in the budget each year.

Adopted: 12/8/98

Reviewed: 6/22/15, 5/13/21

Revised: XX/XX/2026

POLICY 1.11

COLLEGE UNENCUMBERED CASH BALANCE

Because of the cyclical nature of the receipt of moneys by Labette Community College, it is essential that the College maintain, at the start of each fiscal year, an unencumbered cash balance that is sufficient to maintain the financial stability of the College throughout the year.

It shall be the policy of the Board of Trustees of Labette Community College to establish a guideline regarding the unencumbered cash balance for the College as a percent of the total annual expenditures from the College's ~~Unrestricted Funds~~ as measured by the total annual expenditures of the General Fund ~~and, Vocational Fund Post-Secondary Education Fund (PTE), Employee Benefit Fund and Adult Education Fund of the College.~~ The measurement of the unencumbered cash for the purpose of this policy shall take place at the start of each fiscal year as of June 30 each year.

Further, it is hereby established that the unencumbered cash balance shall not be less than ten per cent (10%) of the annual expenditures.

~~The unencumbered cash balance as reported in the annual financial audit of the College and the related percentage of the annual expenditures shall be reported to the Board of Trustees, along with comparable figures for the previous nine (9) years, at the conclusion of the financial audit conducted each year.~~

Revised: 10/12/07

Reviewed: 4/28/14, 6/22/15, 5/13/21

Revised: xx/xx/2026

Agenda Item: VI.A.
Date: July 16, 2026

SUBJECT

Athletic Insurance

REASON FOR CONSIDERATION BY THE BOARD

College policy states that the Board of Trustees' approval is normally required for items costing in excess of \$19,999.

BACKGROUND

Three years ago, the college switched from Philadelphia to Dissinger Reed for the athletic insurance. The renewal premium for the 2026-2027 school year was flat.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the renewal with Dissinger Reed at \$91,269.

SUBJECT

New Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of selected employment contracts and letters.

BACKGROUND

- Adrianna Jimenez has accepted the position of Student Success Center Testing Specialist
- Ty Lain has accepted the position of Head Baseball Coach
- Misty Russell has accepted the position of Academic Advisor
- Colleen Williamson has accepted the position of Director of Public Relations

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the new staff employment letters for Adrianna Jimenez, Success Center Testing Specialist, starting 7/6/2026, at a salary of \$33,396/year; Ty Lain, Head Baseball Coach, starting 7/9/2026, at a salary of \$46,348/year; Misty Russell, Academic Advisor, starting 9/1/2026, at a salary of \$45,547/year; and, Colleen Williamson, Director of Public Relations, starting 7/6/2026, at a salary of \$58,264/year.

Biography

Adrianna Jimenez

Adrianna Jimenez has accepted the position of Student Success Center Testing Specialist to begin on July 6, 2026.

Adrianna previously was the Cherokee Center Specialist at LCC, where she assisted with daily operations and testing scheduling. She holds an Associate degree in Business Administration from LCC.

EXHIBIT 8

Job Title:	Student Success Center Testing Specialist	Job Number:	STUD-0033
Department:	Student Affairs – Student Success	Job Grade:	14
Reports To:	Student Success Center Director	FLSA Status:	Non-exempt

Job Purpose and Objectives:

Administers testing services for the Student Success Center, including placement testing, proctored examinations, and accommodated testing for students. Ensures testing activities are conducted in accordance with institutional policies and external testing-provider requirements, while maintaining a secure and organized testing environment. Collaborates with campus departments and external partners to support student placement, testing access, and effective delivery of testing services.

Supervisory/Management Responsibilities:

☐ Yes ☒ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Administers a variety of testing instruments, including placement tests, proctored exams, and distance-learning exams.
2. Maintains appropriate oversight of the testing environment to ensure standardized testing conditions and uphold academic integrity.
3. Ensures the security of testing materials and maintains appropriate chain-of-custody procedures.
4. Documents testing irregularities and prepares incident reports as necessary.
5. Implements testing procedures and operational processes in accordance with institutional standards and external testing-provider requirements.
6. Develops and maintains comprehensive testing schedules and manages testing appointments for individuals and small groups for the Student Success Center.
7. Coordinates with information technology staff to troubleshoot testing hardware, software, and testing platforms as needed.
8. Coordinates with the Academic Accessibility Manager to schedule and implement approved testing accommodations.
9. Demonstrates knowledge of ADA-related testing accommodations and sensitivity to the needs of students receiving accommodations.
10. Counsels students seeking placement testing regarding testing procedures, preparation strategies, and next steps following testing.
11. Communicates testing policies and procedures clearly to students, faculty, staff, and external examinees.
12. Coordinates with Admissions and Advising departments to deliver placement testing services for incoming students.
13. Provides support and guidance to faculty requiring proctored exams.
14. Communicates with faculty regarding testing procedures and the handling of testing materials.
15. Coordinates with external distance-learning institutions regarding proctoring services provided by the college.
16. Maintains accurate records of testing services requested and delivered.
17. Provides training and guidance to testing service providers at other college locations, including the Cherokee Center and partner high schools.
18. Coordinates the Student Success Center equipment loan program, including completion of required documentation and loan of devices.
19. Assists current and prospective LCC students with FAFSA completion.
20. Ability to become FERPA trained
21. Additional hours may be required on occasion
22. Enforces and maintains compliance with all federal, state and local laws and ordinances
23. Performs other duties as assigned or deemed necessary
24. Complies with all organizational and departmental policies and procedures
25. Operates all job-related equipment, machinery, tools and other aids as required or needed
26. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXHIBIT 8

Position Requirements:

1. Associate's degree
2. Two years' experience in student services such as testing, admissions, academic support, or similar educational setting

Certifications / Licenses:

1. Must obtain and maintain testing administrator certifications required by testing providers (e.g., ACCUPLACER certification).

Skills/Knowledge/Abilities:

1. Familiar with Microsoft Office applications and software
2. Ability to fulfill all duties with minimal supervision and to work independently
3. Assess situations rapidly and make logical decisions in a timely manner
4. Analyze facts and exercise sound judgment
5. Ability to effectively manage projects and multiple priorities simultaneously
6. Strong written and verbal communication skills
7. Problem solving and critical thinking skills
8. Strong math, spelling, computer, and calculator abilities
9. Ability to communicate in a professional, calm and courteous manner with the general public and employees
10. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on 1st floor of building. Office with 0 # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|---|
| ☐ Employee Information | ☐ Managerial Information |
| ☒ Organizational Information | ☐ Professional Information |
| ☒ Customer / Contact Information | ☐ Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☐ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

_____ Employee Name (Print)	_____ Signature	_____ Date
_____ Supervisor / Department Director (Print)	_____ Signature	_____ Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01	Kelly Kirkpatrick	05/2026	Grade change from 13 to 14, position duties updated.
02			
03			

Biography

Ty Lain

Ty Lain has accepted the position of Head Baseball Coach to begin on July 9, 2026.

Coach Lain was previously the Hitting Coach & Recruiting Coordinator for Garden City Community College. Prior to that, he was the Program Manager and Head Coach for the Cheyenne American Legion Post 6 program in Wyoming. Lain also operated the WYCO Baseball Academy in Wyoming for several years. Lain played 4 years of collegiate baseball, two at the NJCAA level and two at a university. Lain holds a Bachelor of Arts degree in English.

Job Title:	Head Baseball Coach	Job Number:	STUD-0015
Department:	Student Affairs - Athletics	Job Grade:	32
Reports To:	Director of Athletics	FLSA Status:	Exempt

Job Purpose and Objectives:

Responsible for the recruitment, supervision and placement of students who are skilled in the areas of competitive baseball at the college level.

Supervisory/Management Responsibilities:

☒ Yes ☐ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Supervisory/Management Competencies (applicable to all organizational employees in supervisory/management positions):

People Management: Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

Operations Management – Directs and guides operations in alignment with organizational and departmental overall goals and objectives; ensures the execution of efficient processes to maximize organizational and departmental resources; utilizes operational knowledge to make sound decisions.

Strategic Leadership: Determines the strategic direction of the team or department in alignment with overall organizational goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Supervises, directs, and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals
2. Responsible for recruitment of potential student athletes
3. Promotes the baseball program at high schools, in the community, and through media to attract potential student athletes and to increase attendance at events to support current student athletes
4. Organizes and holds camps for recruiting and publicity purposes
5. Educate, counsel and monitor academic progress of student athletes
6. Responsible for communicating recruit signing in collaboration with public relations
7. Schedules facilities and fields for upcoming practices and games
8. Builds a season and pre-season schedule that suits the athletic program
9. Sends athletic contracts to opponents and officials for the baseball program
10. Orders all equipment and uniforms and maintains a playing field year-round
11. Schedules transportation and obtains required funds from the business office
12. Prepares the annual operating budget
13. Evaluates all aspects of the baseball program
14. Orchestrates and supervises baseball home events
15. Reports to the Athletic Director on upcoming games and events
16. Provides data and information to the Athletic Director and Vice President of Student Affairs for reporting purposes
17. Corresponds with the media on annual media days
18. Recognizes and evaluates athletic injuries in collaboration with the Athletic Trainer
19. Coordinates supplemental jobs for student athletes
20. Serves as Campus Security Authority (CSA) and completes annual training
21. Additional hours may be required on occasion, including overnight, evening, and weekend hours
22. Enforces and maintains compliance with all federal, state, and local laws and ordinances
23. Performs other duties as assigned or deemed necessary
24. Complies with all organizational and departmental policies and procedures
25. Operates all job-related equipment, machinery, tools, and other aids as required or needed
26. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
27. Travel may be required on occasion

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Bachelor's degree, or equivalent baseball coaching experience and an Associate degree
2. Three years coaching college baseball preferred

Certifications / Licenses:

1. Valid driver's license

Skills/Knowledge/Abilities:

1. Basic knowledge of the fundamentals of baseball
2. Ability to establish rapport with media and all college personnel
3. Knowledge of requirements for eligibility for all student-athletes
4. Good organization and communication skills
5. Excellent time management skills and ability to multitask and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem-solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm, and courteous manner with the general public and employees
14. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required; schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position-related technology required per position.
- Office located on ___1st_____ floor of building. Office with ___1_____ # windows.
- Ability to lift equipment up to 60lbs, walk, climb, stoop and bend. Be able to work at varying heights inside and outside of a building on rare occasions.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|--|
| ☐ Employee Information | ☒ Managerial Information |
| ☒ Organizational Information | ☐ Professional Information |
| ☒ Customer / Contact Information | ☐ Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units;
and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different

☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01			
02			
03			

Biography

Misty Russell

Misty Russell has accepted the position of Academic Advisor to begin on September 1, 2026.

Misty was previously the Talent Search Program Director at LCC where she will continue closing operations of the department before transferring to Advising.

Job Title:	Academic Advisor	Job Number:	STUD-0004
Department:	Student Affairs – Advising	Job Grade:	30
Reports To:	Director of Advising	FLSA Status:	Exempt

Job Purpose and Objectives:

Provides academic advising, career and occupational planning, and retention services to present and potential students for Labette Community College.

Supervisory/Management Responsibilities:

☐ Yes ☒ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments, and work location may be changed at any time, as required by business necessity.

1. Advise and enroll students in majors and special interest groups such as student athletes, international students, etc., as assigned by the Director of Advising
2. Accurately track advisees' progress toward educational goals and communicate that progress clearly to advisees
3. Provide regular communication and follow-up with assigned advisees
4. Assist advisees with goal setting, career and personal exploration, CTE program applications, and transfers
5. Ability to assist all college departments with recruitment and advisement of prospective students
6. Update student records and work alongside admissions and registrar departments to ensure student information is current
7. Ability to follow up with students on the Early Alert list each semester
8. Refer students to various resources for tutoring, counseling, and financial assistance as needed
9. Maintain accurate and detailed data related to assigned advisees
10. Ability to become FERPA trained
11. Additional hours may be required on occasion
12. Enforces and maintains compliance with all federal, state, and local laws and ordinances
13. Performs other duties as assigned or deemed necessary
14. Complies with all organizational and departmental policies and procedures
15. Operates all job-related equipment, machinery, tools, and other aids as required or needed
16. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
17. Travel may be required on occasion

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Bachelor's degree in Education, Student Affairs, or related field
2. Academic advising experience with college students preferred

Certifications / Licenses:

1. none

Skills/Knowledge/Abilities:

1. Familiar with basic computer software
2. Ability to relate to traditional and non-traditional students
3. Ability to provide leadership and maintain strong organizational skills
4. Excellent time management skills and ability to multitask and prioritize work
5. Ability to fulfill all duties with minimal supervision and to work independently
6. Assess situations rapidly and make logical decisions in a timely manner
7. Analyze facts and exercise sound judgment
8. Ability to effectively manage projects and multiple priorities simultaneously
9. Strong written and verbal communication skills

10. Problem-solving and critical thinking skills
11. Strong math, spelling, computer, and calculator abilities
12. Ability to communicate in a professional, calm, and courteous manner with the general public and employees
13. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required; schedules may fluctuate to accommodate needs, deadlines, and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computers, phones, and other position-related technology required per position.
- Office located on __1st__ floor of building. Office with __0__ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|---|
| ☐ Employee Information | ☐ Managerial Information |
| ☒ Organizational Information | ☐ Professional Information |
| ☒ Customer / Contact Information | ☐ Other: |

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- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

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Employee Name (Print)

Signature

Date

Supervisor / Department Director (Print)

Signature

Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Haley Walker	07/08/25	Corrected spelling and grammar
01			
02			

Biography

Colleen Williamson

Colleen Williamson has accepted the position of Director of Public Relations to begin July 6, 2026.

Colleen comes to Labette with many years of experience in local journalism where she designed content, published articles, and attended community events. Recently, for the last 3 years, she was the Public Relations Specialist for a local school district.

Colleen earned an Associate degree in journalism and communications from LCC and holds a Bachelor of General Studies.

Job Title:	Director of Public Relations	Job Number:	PRES-0007
Department:	President – Public Relations	Job Grade:	33
Reports To:	President	FLSA Status:	Exempt

Job Purpose and Objectives:

Responsible for managing and coordinating all public relations efforts and implements appropriate branding of the institution through all graphic design services of Labette Community College.

Supervisory/Management Responsibilities:

☒ Yes ☐ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Supervisory/Management Competencies (applicable to all organizational employees in supervisory/management positions):

People Management: Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

Operations Management – Directs and guides operations in alignment with organizational and departmental overall goals and objectives; ensures the execution of efficient processes to maximize organizational and departmental resources; utilizes operational knowledge to make sound decisions.

Strategic Leadership: Determines the strategic direction of the team or department in alignment with overall organizational goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals
2. Establishes written public relations goals and objectives that are intended to advance institutional goals each year
3. Assists the President and/or administration with written and oral internal and/or external communication
4. Ability to originate publications and implements strategic communication plans
5. Edits and approves all materials to be distributed to the public and news media that ensures promotional in nature and/or positive reflection on the image of the college
6. Coordinates, designs and approves the production of other college publications
7. Takes photographs and videography for publicity, sports information, graphic services, social media and the website
8. Coordinates and approves all web materials and facilitates web updates with Webmaster
9. Serves as the college social media manager
10. Produces and maintains materials for electronic signage and events calendar
11. Develops advertising materials for admissions, the student recruitment department and for general public information
12. Coordinates the production of publications with private vendors
13. Negotiates and purchases advertising with media sources
14. Creates marketing campaigns in both generic and program specific
15. Plans and implements events to promote positive public relations and maintains close relationship with area media
16. Advises the President and Vice President on the college's external and internal public relations issues
17. Plans and implements, or assists, with special public relations events
18. Organize other personnel or volunteers to assist with events as needed
19. Ability to implement a departmental budget
20. Ability to work a flexible schedule with evening or weekend activities if needed
21. Enforces and maintains compliance with all federal, state and local laws and ordinances
22. Performs other duties as assigned or deemed necessary
23. Complies with all organizational and departmental policies and procedures
24. Operates all job-related equipment, machinery, tools and other aids as required or needed
25. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
26. Travel may be required on occasion

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Bachelor's degree in public relations or a major in which substantial academic coursework was completed in the principal areas of stated job duties
2. Previous experience as a public relations professional may be substituted for the education requirement on a one-year experience to one year of college basis
3. Three years of full time management or professional level experience in public relations or a similar occupation

Certifications / Licenses:

1. Valid Driver's License

Skills/Knowledge/Abilities:

1. Advanced knowledge and execution of journalism, communications, graphic design, news writing, photography and visual/audio productions
2. Excellent intrapersonal skills and ability to create rapport with the public and college personnel
3. Knowledge of the practices and standards of the professional field of public relations
4. Excellent communication, organization, planning and public speaking skills
5. Expansive knowledge of advertising methods applicable to all media applications
6. Organize and implement various events and ceremonies
7. Ability to develop and manage the department budget
8. Efficient use of all computer programs and software
9. Well-developed writing skills relating to advertising and publications
10. Excellent time management skills and ability to multi-task and prioritize work
11. Ability to fulfill all duties with minimal supervision and to work independently
12. Assess situations rapidly and make logical decisions in a timely manner
13. Analyze facts and exercise sound judgment
14. Ability to effectively manage projects and multiple priorities simultaneously
15. Strong written and verbal communication skills
16. Problem solving and critical thinking skills
17. Strong math, spelling, computer, and calculator abilities
18. Ability to communicate in a professional, calm and courteous manner with the general public and employees
19. Attention to detail

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- Office located on ___2nd_____ floor of building. Office with ___1_____ # windows.

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Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01			
02			
03			

SUBJECT

New Faculty Position Approval

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require the Board of Trustees' approval of selected employment contracts.

BACKGROUND

The Respiratory Care Program has experienced enrollment growth. It is making adjustments to the program to accommodate that and enhance the program's simulation, laboratory, and clinical education experience, while supporting continued compliance with the Commission on Accreditation for Respiratory Care (CoARC) accreditation standards.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve a new full-time 11-month Respiratory Care Instructor position with a Clinical/Simulation Addendum.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction and Distance Learning/ Dean of Career & Technical Education and
Workforce/Program Director

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date: June 2025

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, and other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communication.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibit good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meet the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service, service learning activities, community projects, and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the College
- H. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when adjunct faculty members teach different sections of the same course
- I. Ability to develop new courses as required by the administration
- J. Ability to develop and provide online instruction in discipline area as needed
- K. Ability to take the LCC Online Teaching course if appropriate
- L. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- M. Ability to actively support the philosophy of shared governance
- N. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies
- O. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.

- P. Ability to provide necessary support for and student referrals to educational support programs and their functions when needed
- Q. Ability to maintain and update the technical competencies necessary to perform the job
- R. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- S. Ability to actively participate in College Standing Committees and Program Review Committees
- T. Ability to promote the College as a responsive community asset through personal representation
- U. Ability to work cooperatively with students, peers, colleagues and administrators
- V. Ability to perform other duties as may be assigned by the appropriate Director, Academic Dean, or Vice President of Academic Affairs
- W. Ability to follow all LCC policies/procedures and state and federal laws
- X. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's mission
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. Faculty teaching courses are required to have the following qualifications:
 - Master's degree or higher in the teaching discipline or subfield taught,
 - Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught, or
 - Other factors, including but not limited to related work experience, research publications, professional licensure or certifications, special training, honors or awards, documented teaching excellence may be considered in determining whether a faculty member is qualified as determined by the Vice president of Academic Affairs.

- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions/Environment

- A. Usual classroom, office, and online environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

POSITION DESCRIPTION POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME) CLINICAL/ SIMULATION RESPIRATORY CARE

ADDENDUM

Reports to: Dean of CTE & Workforce/Director
 Organizational Unit: Faculty - Exempt
 Salary Range: Per Master Agreement
 Revision Date: July 2026

I. Basic Purpose of Position

Respiratory Care instructors provide classroom instruction and clinical simulation education in one or more areas of respiratory care practice; counsel and advise respiratory care students on class scheduling and academic concerns; participate in curriculum revision; assist in program assessment; and collaborate with the Program Director and Director of Clinical Education to prepare students for successful clinical practice.

II. Essential Job Functions

- A. Ability to teach assigned respiratory care courses in accordance with the description published in the college catalog, the schedule of classes, and the course syllabus.
- B. Ability to maintain current knowledge of respiratory care practice, simulation methodologies, clinical technology, and evidence-based standards while providing simulation instruction including demonstrations, competency testing, attendance, discipline, and safety.
- C. Ability to plan, coordinate, and conduct classroom, laboratory, and clinical simulation experiences appropriate to course requirements.
- D. Ability to organize, direct, supervise, and coordinate the clinical simulation component of the Respiratory Care curriculum.
- E. Ability to develop, implement, and maintain realistic simulation scenarios supporting CoARC competencies.
- F. Ability to coordinate simulation schedules with faculty, the Director of Clinical Education, and other healthcare programs.
- G. Ability to maintain current respiratory care practices and effectively interpret them for students.
- H. Ability to maintain cooperative relationships with clinical affiliates, respiratory managers, and clinical preceptors.
- I. Ability to provide simulation demonstrations, laboratory experiences, and recruitment tours.
- J. Ability to conduct high-quality simulation experiences including pre-briefing, debriefing, competency validation, and evaluation.
- K. Ability to maintain respiratory laboratory, simulation, and instructional equipment and supplies.
- L. Ability to assist with clinical instruction and student supervision in collaboration with the Director of Clinical Education.

- M.** Ability to conduct scheduled clinical site visits to observe student performance, provide clinical instruction, support preceptors, ensure clinical objectives are met, and strengthen clinical partnerships.
- N.** Ability to monitor student attendance, competencies, evaluations, and clinical progress utilizing ClinicalTrac and follow up on deficiencies as appropriate.
- O.** Ability to collaborate with the Director of Clinical Education in evaluating student clinical performance and validating competencies.
- P.** Ability to counsel students regarding academic, laboratory, or clinical performance concerns.
- Q.** Ability to assist with accreditation reports, assessment activities, and required documentation.
- R.** Ability to participate in curriculum revision, program assessment, accreditation activities, and continuous quality improvement.

III. Consulting Tasks

Consults with the Program Director, Director of Clinical Education, full-time and adjunct respiratory care faculty, clinical preceptors, and clinical affiliates to improve curriculum, simulation, clinical learning, and program outcomes.

IV. Required Knowledge, Skills and Personal Qualifications

- A.** Maintain a current Registered Respiratory Therapist (RRT) credential and Kansas Respiratory Care Practitioner (RCP) license.
- B.** Ability to effectively work with respiratory care faculty, clinical staff, students, and college personnel.
- C.** Demonstrate knowledge of respiratory care simulation methodologies, competency-based education, and current respiratory care practice.
- D.** Maintain knowledge of CoARC accreditation standards and curriculum requirements.
- E.** Meet faculty qualification requirements established by CoARC, the Kansas Board of Regents, and Labette Community College.

V. Working Conditions

- A.** Working environment includes classrooms, laboratories, simulation centers, hospitals, and clinical settings requiring standing for extended periods and occasional lifting, bending, and moving equipment.
- B.** Exposure to contagious diseases and other healthcare-related hazards may occur.
- C.** Maintain all physical, immunization, CPR, background check, and clinical compliance requirements required of respiratory care students.

SUBJECT

Faculty Contract Approval

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require the Board of Trustees' approval of selected employment contracts.

BACKGROUND

The Respiratory Care Program has experienced enrollment growth and is making adjustments to the program to accommodate that and to enhance the program's simulation, laboratory, and clinical education experience while supporting continued compliance with Commission on Accreditation for Respiratory Care (CoARC) accreditation standards.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the reassignment of Betty Ellis to the Respiratory Care Instructor position QV, Step 19, 11-month salary of \$75,713, and approve a faculty contract transfer for Jennifer Harding from a 9-month to an 11-month faculty contract QV Step 24, 11-month salary of \$79,869.

Agenda Item: VI.E.
Date: July 16, 2026

SUBJECT

KBOR Community College Certification Form

REASON FOR CONSIDERATION BY THE BOARD

Certification is required to receive B&I funding and Capital Outlay funding.

BACKGROUND

Two State appropriations, B&I and Capital Outlay, this year require the College to certify that there will be no resolution to increase the 2027 tax levy on the taxable tangible property of the community college district to receive these funds.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Certification Regarding 2027 Property Tax Levy.

SUBJECT

Master Agreement Contract Ratification

REASON FOR CONSIDERATION BY THE BOARD

Changes in the Master Agreement require the Board of Trustees' approval

BACKGROUND

The faculty and administration have met to discuss language and compensation changes that both parties feel should be made to the Master Agreement. Statutes stipulate that the Board of Trustees shall ratify changes agreed upon in the Master Agreement with the Faculty Association covering the 2026-2027 school year.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the changes to the Master Agreement effective for 2026-2027.

Agenda Item: VI.H.
Date: July 16, 2026

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of all expenditures

BACKGROUND

Each month, a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

The President recommends approval of the bills.

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	6/3/2026		Description	Account		Amount	Total
					Number			
142818	Hannah Jo Baker			Reimburse Meals - JAM Conference	11-6201-601-000		\$37.90	\$37.90
142819	Chelsea Beville			Reimburse Mileage - Recruiting Trips	11-5509-603-000		\$413.00	\$413.00
142820	Hillary Inez Bode			Reimburse Mileage - SEKLS Workshc	11-4101-602-000		\$56.70	\$56.70
142821	Jody Burzinski			Reimburse Mileage - JAM Conf/Texas	11-6401-601-000		\$519.40	
				Reimburse Meals - JAM Conference	11-6401-601-000		\$177.48	\$696.88
142822	City of Parsons			Water Service	11-7102-632-000		\$2,681.47	
				Water Service - WTC	12-4204-632-000		\$164.50	
				Water Service - Student Union	16-9482-632-000		\$243.96	\$3,089.93
142823	Commercial Bank			Loan 110221672 - Principal	11-6201-761-000		\$39,596.44	
				Loan 110221672 - Interest	11-6201-762-000		\$50.22	\$39,646.66
142824	Commercial Bank			Safe Deposit Box - 1295	11-6201-701-000		\$80.00	\$80.00
142825	Phylis A Coomes			Reimburse Mileage - SEKLS Workshc	11-4101-602-000		\$31.50	\$31.50
142827	Every Kansas Central INC			Electricity	11-7102-634-000		\$17,201.38	
				Electricity - WTC	12-4204-634-000		\$584.71	
				Electricity - Student Union	16-9482-634-000		\$668.94	\$18,455.03
142828	Janice S Every			Weekly Landscaping (5/25 to 5/31)	11-7202-648-000		\$200.00	
				Weekly Landscaping (5/18 to 5/24)	11-7202-648-000		\$200.00	\$400.00
142829	Megan Fugate			Reimburse Meals - JAM Conference	11-5201-601-000		\$289.19	\$289.19
142830	GFL Environmental			Trash Removal - Cherokee Center	11-7103-649-000		\$541.13	\$541.13
142831	Rebeka Johanna Hale-Crawford			Reimburse Meal - PTK Meeting	11-1126-604-000		\$51.75	\$51.75
142832	KACRAO			Summer Workshop Registrations	11-5302-681-000		\$180.00	\$180.00
142833	Kansas Association of School Boards			Negotiation Training - H Walker	11-6504-701-000		\$25.00	\$25.00
142834	Kansas Department of Administration			2026 Budget Workshop - Leanna Doh	11-6201-601-000		\$75.00	
				2026 Budget Workshop - Hannah Bak	11-6201-601-000		\$75.00	\$150.00
142835	Kansas Gas Service			Gas Service	11-7102-633-000		\$153.25	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/3/2026		Description	Account		Amount	Total
					Number			
142835	Kansas Gas Service			Gas Service - 1306 Main	11-7102-633-000		\$67.23	
				Gas Service - 1230 Main	11-7102-633-000		\$48.28	\$268.76
142836	Cathy D Kibler			Advance - FBLA NLC Transporation	11-1127-604-000		\$650.00	
				Advance - Meals for FBLA NLC	11-1127-604-000		\$650.00	\$1,300.00
142837	Cathy D Kibler			Reimburse Flights - FBLA Collegiate	11-1127-604-000		\$434.46	\$434.46
142838	Lingo Telecom LLC			Fax Lines	11-6501-631-000		\$579.68	\$579.68
142839	Lingo Telecom LLC			Alarm Line	11-6501-631-000		\$57.34	\$57.34
142840	Ryan S. Phillips			Reimburse Mileage - Recruiting Trips	11-5509-603-000		\$465.50	\$465.50
142841	Elizabeth R Robinson			Reimburse Meals - JAM Conference	11-5701-701-000		\$285.82	\$285.82
142842	Styers Equipment Company			Fuser Kit/SP1360 & Freight	11-6503-648-000		\$492.91	\$492.91
142843	Briauna Rachelle Valdez			Reimburse Meals - JAM Conference	11-5201-601-000		\$25.61	\$25.61
142844	Veritiv			Paper Fuel Surcharge	11-6503-705-000		\$13.50	\$13.50
142845	Verizon Wireless			J Burzinski Phone Charges	11-6401-701-000		\$400.55	
				Blue Emergency Tower Lights	11-6501-631-000		\$101.85	
				Facilities Phone Charges	11-7102-649-000		\$232.73	\$735.13
142846	Wave Wireless			Internet Service - WTC	11-6401-631-000		\$69.00	\$69.00
142847	Wex Bank			Rebates - May 2026	11-6502-720-000		(\$43.64)	
				Car Wash Purchase - May 2026	11-6502-720-000		\$13.11	
				Fuel Purchases - May 2026	11-6502-720-000		\$884.89	\$854.36
142848	Wright International Student Services			Students Removed from Delinquency	11-5201-613-000		\$240.00	
				Students Loaded	11-5201-613-000		\$50.00	\$290.00
142849	Henrietta Jean Wyland			Reimburse Meal - JAM Conference	11-5701-701-000		\$14.28	\$14.28
142850	Scotty M Zollars			Reimburse Meals - CULS Conference	11-4101-601-000		\$41.62	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	6/3/2026	Account Number	Amount	Total
142850	Scotty M Zollars	Reimburse Mileage - CULS Conferen	11-4101-602-000		\$435.40	\$477.02
					<u>\$70,508.04</u>	
	11-General Fund		\$68,845.93			
	12-Postsecondary Technical Education Fund		\$749.21			
	16-Auxillary Ent Fund		\$912.90			
	64-Deferred Maintenance		\$0.00			
	67-Capital Outlay		\$0.00			
			<u>\$70,508.04</u>			

Checks approved for release prior to Board action

Mark Wickham
President

Kennia Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/11/2026		Account Number	Amount	Total
142851	A T and T	Internet Service			11-6401-631-000	\$2,197.11	\$2,197.11
142852	Advanced Hydrographics and Ceramic	Freight Charge			12-1205-701-001	\$1,750.00	
		Powder Coat Spray Enclosure			12-1205-701-001	\$12,350.00	\$14,100.00
142853	Amazon Capital Services	ATI TEAS Science Questions Prep			11-4203-701-000	\$116.85	
		Shipping			11-4203-701-000	\$20.94	
		Texas Instruments Scientific Calculators			11-4203-701-000	\$64.45	
		Microbiology: An Intro Textbook			11-4203-701-000	\$220.17	
		Personal Finance Textbooks			11-4203-701-000	\$211.17	
		Fundamentals of Ethics, 6th edition			11-4203-701-000	\$276.00	
		MLA Handbook			11-4203-701-000	\$70.62	
		Living with Art Textbooks			11-4203-701-000	\$318.98	
		Air Filters, 2 Pack (2 Types)			11-4203-701-000	\$96.55	
		Smile Stress Balls, 12-Pack			11-4203-701-000	\$13.99	
		Erasable Gel Pens, Blue/Black			11-4203-701-000	\$9.99	
		Binder Dividers & Hanging Folders			11-4203-701-000	\$64.93	
		Small Dry Erase Boards, 6-Pack			11-4203-701-000	\$14.89	
		Business Comm Textbooks - Debbie C			11-4203-701-000	\$163.68	
		Dry Erase & Permanent Markers, Red			11-4203-701-000	\$20.70	
		3 x 5 Inch Ringed Flash Cards			11-4203-701-000	\$23.98	
		File Organizers with Lids, Collapsible			11-4203-701-000	\$84.60	
		Accessibility and Office Supplies			11-4206-701-001	\$815.85	
		Room Divider			11-4208-701-000	\$135.89	
		Advising Coffee/Tea Bar Supplies			11-5304-701-000	\$162.21	
		24-Inch Backless Folding Stools			11-5503-701-000	\$367.80	
		8 Piece Resistance Bands			11-5503-701-000	\$29.99	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
6/11/2026					
142853	Amazon Capital Services	ATR Storage and Supplies	11-5507-701-000	\$1,288.96	
		Calf Compression Sleeves and Suppli	11-5507-701-000	\$314.25	
		Men's Basketball Supplies	11-5508-701-000	\$437.78	
		Camera Supplies	11-6301-701-000	\$67.58	
		Landscaping & Maintenance Supplies	11-7102-649-000	\$58.95	
		Speaker Systems for NC Courses	12-1205-701-001	\$3,450.70	
		Sound Equipment for NC Courses	12-1205-701-001	\$318.03	
		Outdoor Speakers for NC Courses	12-1205-701-001	\$1,387.00	
		Storage and Supplies for Engraving	12-4204-701-000	\$326.55	
		USB C Charging Stations	12-4204-850-000	\$143.50	
		Shipping Bags and Stickers	16-9381-701-000	\$28.98	\$11,126.51
142854	Hannah Jo Baker	Reimburse Mileage - KCCLI @ Andov	11-6201-601-000	\$198.80	\$198.80
142855	DeLyna R Bohnenblust	Reimburse Mileage - Meetings in Topt	12-1208-601-000	\$248.50	\$248.50
142856	C J's Uniforms Unlimited	Radiography Student Scrubs - Men's	12-1210-700-002	\$1,002.60	
		Radiography Student Scrubs - Women	12-1210-700-002	\$6,144.00	\$7,146.60
142857	Daniel Colon	Color Clicks	11-4203-701-000	\$27.83	
		Black Clicks	11-4203-701-000	\$8.79	
		Xerox Page Pack Base	11-4203-701-000	\$52.00	\$88.62
142858	Molly E Coomes	Reimburse Mileage - CNA/CMA Orien	12-4204-602-000	\$81.90	\$81.90
142859	CPI Technologies, Inc	Copy Usage - Cherokee Center	11-7103-701-000	\$169.81	\$169.81
142860	Evergy Kansas Central INC	Electricity - Cherokee Center	11-7103-634-000	\$805.75	\$805.75
142861	Janice S Every	Weekly Landscaping (6/1 to 6/7)	11-7202-648-000	\$200.00	\$200.00
142862	FedEx	Package Shipping	11-5303-701-000	\$35.00	\$35.00
142863	Lauren L Holmes	Reimburse - AHEAD Membership	11-4206-681-000	\$295.00	\$295.00
142864	Theresa M Hundley	Reimburse Lodging - JAM Conference	11-5701-701-000	\$395.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/11/2026		Account Number	Amount	Total
142864	Theresa M Hundley	Reimburse Meals - JAM Conference			11-5701-701-000	\$51.09	
		Reimburse Mileage - JAM Conference			11-5701-701-000	\$544.60	\$990.69
142865	Kansas Department of Revenue	Bird's Nest Sales Tax - May			16-0000-216-001	\$151.38	
		Cardinal Cafe Sales Tax - May			16-0000-216-002	\$230.78	\$382.16
142866	Kansas Gas Service	Gas Service - Cherokee Center			11-7103-633-000	\$60.85	
		Gas Service - WTC			12-4204-633-000	\$98.34	\$159.19
142867	Cathy D Kibler	Reimburse - FBIA NLC Expenses			11-1127-604-000	\$191.72	\$191.72
142868	Kelly D. Kirkpatrick	Reimburse Hotel - Robinson/JAM Cor			11-5701-701-000	\$717.57	
		Reimburse Hotel - O'Brien/JAM Conf			11-5701-701-000	\$811.74	
		Reimburse Hotel - Holmes/JAM Conf			11-5701-701-000	\$717.57	
		Reimburse Hotel - Decker/JAM Conf			11-5701-701-000	\$717.57	
		Reimburse Hotel - Bolinger/JAM Conf			11-5701-701-000	\$717.57	
		Reimburse Hotel - Valdez/JAM Conf			11-5701-701-000	\$1,195.95	
		Reimburse Hotel - Fugate/JAM Conf			11-5701-701-000	\$1,195.95	
		Reimburse Hotel - Kirkpatrick/JAM Cc			11-5701-701-000	\$1,195.95	
		Reimburse Hotel - Wyland/JAM Conf			11-5701-701-000	\$717.57	
		Reimburse Meals - JAM Conference			11-5701-701-000	\$409.26	
		Reimburse Parking - Gaylord Texan/J.			11-5701-701-000	\$125.60	
		Reimburse Mileage - JAM Conference			11-5701-701-000	\$514.50	
		Reimburse - NAFSA Membership Rer			11-5701-701-000	\$898.00	\$9,934.80
142870	Proforma	Set Up Charge & Frieght			11-5302-701-000	\$55.00	
		6' Stretch Table Covers			11-5302-701-000	\$332.00	
		Screen Printing Charge & Freight			11-5302-711-000	\$60.00	
		5/8" Polyester Lanyards			11-5302-711-000	\$390.00	
		Freight			11-5302-711-000	\$29.95	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/11/2026	
			Account Number	Amount
142870	Proforma	4" x 10" Felt Pennants w/Sewn Stripe	11-5302-711-000	\$496.98
142871	Elizabeth R Robinson	Reimburse Meal - Adviser Meeting	11-5304-701-000	\$104.00
142872	Rural Water District #5	Water Service - Cherokee Center	11-7103-632-000	\$24.61
142873	Sam's Club	Seville Classics Storage Cabinet	12-4204-850-000	\$329.00
142874	Touchtone Communications	Toll Free Fax Line	11-6501-631-000	\$175.40
142875	Unified School District 506	FY26 Electronics Classes - Warren	11-1133-523-000	\$10,625.00
142877	Wex Bank	Fuel Purchases - May 2026	11-6502-720-000	\$180.27
142878	Scotty M Zollars	Reimburse Hotel - KLA Conference/H. 11-4101-601-000		\$270.62
				<u>\$61,424.99</u>

11-General Fund	\$33,383.73
12-Postsecondary Technical Education Fund	\$27,630.12
16-Auxiliary Ent Fund	\$411.14
64-Deferred Maintenance	\$0.00
67-Capital Outlay	\$0.00
	<u>\$61,424.99</u>

Checks approved for release prior to Board action

Mark Watkins
President

Shannon Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/18/2026		Description	Account		Amount	Total
					Number			
142879	A T and T			Internet Service	11-6401-631-000		\$985.74	\$985.74
142880	A T and T			Internet Service	11-6401-631-000		\$1,105.33	\$1,105.33
142881	Randee Baty			Reimburse TESOL Tuition - Pitt State	11-4200-630-009		\$1,200.00	\$1,200.00
142883	Commercial Bank			Loan 110221672 - Principal	11-6201-761-000		\$10,878.87	
				Loan 110221672 - Interest	11-6201-762-000		\$17.10	\$10,895.97
142884	Molly E Coomes			Reimburse Wreath Making Class Item	12-4204-701-000		\$31.00	\$31.00
142886	Leanna Doherty			Reimburse Mileage - KACCBO Meetir	11-6201-601-000		\$142.80	\$142.80
142888	Elan Financial Services			Walmart+ May 2026	11-0100-484-000		\$14.02	
				Phi Theta Kappa - Diploma Seals	11-1126-604-000		\$8.00	
				Walmart - Admissions Giveaways	11-5302-711-000		\$302.49	
				NJCAA - M Doherty - Summer Seminar	11-5506-601-000		\$414.00	
				Credit - NJCAA - M Doherty - Conv R	11-5506-601-000		(\$300.00)	
				Apple Music - Monthly Subscription	11-5506-701-000		\$10.99	
				Walgreens - Locker Room Supplies	11-5508-701-000		\$163.15	
				Sonocent - Genio Notes Licenses	11-5701-701-000		\$9,720.00	
				Gaylord Texan - H Baker - JAM Conf	11-6201-601-000		\$1,195.95	
				MeridianPro - 2026 Nursing Class Pic	11-6301-661-000		\$13.90	
				Gaylord Texan - J Burzinski - JAM Col	11-6401-601-000		\$1,265.68	
				EDUCAUSE - EDU Domain Renewal	11-6402-850-000		\$77.00	
				Indeed - PR Director Advertisinment	11-6504-613-000		\$110.74	
				Facebook - Posted Ads for Openings	11-6504-613-000		\$12.83	
				Facebook - Posted Ads for Openings	11-6504-613-000		\$27.13	
				Walgreens - Retirement Gift - Hyten	11-6504-692-001		\$200.00	
				Casey's - Retirement Party - C Hyten	11-6504-692-001		\$49.06	
				Hilton - Forbes/Evans - KAP Conferer	11-6505-601-000		\$453.24	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/18/2026		Description	Account		Amount	Total
					Number			
142888	Elan Financial Services			Canva - CanvaPro Subscription Rene	12-1205-701-000		\$119.99	
				Credit - APTA - E K Knox - Workshop	12-1205-701-001		(\$600.00)	
				SonoSim - DMS Simulator Subscription	12-1214-700-002		\$1,198.00	
				WJW - Laserable Blank Necklaces	12-4204-701-000		\$88.13	
				KW Custom - Laserable Leather Patch	12-4204-701-000		\$105.83	
				Fustik - Laserable Blank Keychains	12-4204-701-000		\$200.40	
				KS.gov - CMA KDADS Fees	12-4204-701-002		\$41.00	
				KS.gov - CMA KDADS Fees	12-4204-701-002		\$41.00	
				Walmart - Cardinal Café Supplies	16-9684-701-000		\$33.80	
				Walmart - Cardinal Café Supplies	16-9684-701-000		\$19.46	
				Walmart - Cardinal Café Supplies	16-9684-701-000		\$34.98	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$6.83	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$20.51	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$39.10	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$9.00	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$95.44	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$29.06	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$3.68	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$146.89	
				Walmart - Cardinal Café Food Items	16-9684-743-000		\$48.57	
		Walmart - Cardinal Café Food Items	16-9684-743-000		\$13.61			
		Ozarks Coca-Cola - Bag in the Box Pk	16-9684-743-000		\$203.61			
		Ozarks Coca-Cola - Returned CO2 Ta	16-9684-743-000		(\$150.00)			
		Walmart - Cardinal Café Food Items	16-9684-743-000		\$20.44	\$15,507.51		
142889	Kenneth Elliott			Reimburse Mileage - Spring Evals/Se	11-4202-601-000		\$450.24	\$450.24

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	6/18/2026		Account Number	Amount	Total
142890	Janice S Every	Weekly Landscaping (6/8 to 6/14)			11-7202-648-000	\$200.00	\$200.00
142891	First Dakota Indemnity Company	Worker's Compensation Ins - July 202			11-6501-590-001	\$4,129.00	\$4,129.00
142892	GFL Environmental	Trash Removal - Cherokee Center			11-7103-649-000	\$539.97	\$539.97
142893	Kansas Association of School Boards	LAF Contract Renewal 2026-2027			11-6501-681-000	\$3,100.00	\$3,100.00
142894	Kelly D. Kirkpatrick	Reimburse Travel - Airport Ubers			11-5701-701-000	\$144.00	
		Reimburse Mileage - Tulsa Airport			11-5701-701-000	\$155.40	
		Reimburse Meals - ATIXA Conf/Denve			11-5701-701-000	\$115.11	
		Reimburse Hotel - ATIXA Conf/Denve			11-5701-701-000	\$968.82	\$1,383.33
142895	Laser Designs/PSHTC	Name Badges - D Kelley			11-5504-701-000	\$10.00	
		Name Badge - J Harris			11-7102-702-000	\$5.00	\$15.00
142897	Mike Carpino Ford Parsons, Inc	2026 Ford Explorer			11-6502-720-000	\$40,880.00	\$40,880.00
142900	Proforma	Freight			11-5302-701-000	\$22.75	
		Full Color, Round Table Cloth			11-5302-701-000	\$218.90	\$241.65
142901	Susan Stoltz	Reimburse - KS & MO License Renew			12-1211-681-000	\$115.25	\$115.25
142902	WoodRiver Energy LLC	Natural Gas Service			11-7102-633-000	\$406.43	
		Natural Gas Service - WTC			12-4204-633-000	\$38.72	
		Natural Gas Service - Student Union			16-9482-633-000	\$33.18	\$478.33
						<u>\$81,401.12</u>	

11-General Fund	\$79,413.64	
12-Postsecondary Technical Education Fund	\$1,379.32	
16-Auxillary Ent Fund	\$608.16	
64-Deferred Maintenance	\$0.00	
67-Capital Outlay	\$0.00	
	<u>\$81,401.12</u>	

Checks approved for release prior to Board action

Mark W. Clark
President

Kearna Doherty
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/25/2026

Check Number	Vendor	Description	Account Number	Amount	Total
142962	A T and T	Phone Service	11-6501-631-000	\$216.27	\$216.27
142963	A T and T	Internet Service	11-6401-631-000	\$1,588.75	\$1,588.75
142964	Chelsea Beville	Reimburse Mileage - June Recruitiing	11-5509-603-000	\$836.50	\$836.50
142965	William C Bowen	Reimburse Mileage - Recruiting Trips	11-5502-603-000	\$371.00	\$371.00
142966	Margaret M Doherty	Reimburse Meals - NJCAA Seminar/N	11-5506-601-000	\$100.64	\$100.64
142967	Evergy Kansas Central INC	Electricity - 1230 Main	11-7102-634-000	\$314.42	
		Electricity - Athletic Expansion	11-7102-634-000	\$5,955.36	
		Electricity - Vehicle Lot	11-7102-634-000	\$69.71	\$6,339.49
142968	Janice S Every	Weekly Landscaping (6/15 to 6/21)	11-7202-648-000	\$200.00	\$200.00
142969	FedEx	Package Shipping	11-5303-701-000	\$33.86	\$33.86
142970	Ross Harper	Reimburse Mileage - June Meetings	12-1205-602-000	\$469.00	\$469.00
142971	Kansas Gas Service	Gas Service	11-7102-633-000	\$563.88	
		Gas Service - 1306 Main	11-7102-633-000	\$44.06	
		Gas Service - 1230 Main	11-7102-633-000	\$47.41	
		EFM Equipment Charges (2 Meters)	11-7102-633-000	\$4,800.00	
		Gas Service - Student Union	16-9482-633-000	\$127.21	\$5,582.56
142972	Tammy Kimrey	Reimburse Mileage - June Clinicals	12-1210-602-000	\$371.70	\$371.70
142973	L C C Foundation	Retirement Donation - Dr. Mark Watki	11-6504-692-001	\$200.00	\$200.00
142975	Ashley Moore	Reimburse Mileage - June Clinicals	12-1210-602-000	\$539.00	\$539.00
142976	Jason L Sharp	Reimburse Mileage - KACC, KCIA	11-4201-601-000	\$386.40	
		Reimburse Hotel - KCIA Meeting	11-4201-601-000	\$278.06	\$664.46
142977	The Villas at LCC, LLC	Summer Housing	11-0000-201-001	\$1,098.00	
		Summer Housing	11-0000-201-001	\$682.00	
		Summer Housing	11-0000-201-001	\$1,098.00	\$2,878.00
142979	TreviPay	Walmart - New Student Orientation lte	11-4203-701-000	\$276.80	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
142979	TreviPay	Walmart - Tax Credit - Supplies	11-5302-701-000	(\$29.31)	
		Walmart - Admissions Supplies	11-5302-701-000	\$428.88	
		Walmart - Tax Credit - Giveaways	11-5302-711-000	(\$85.07)	
		Walmart - Giveaways for NSO & Ever	11-5302-711-000	\$1,004.89	
		Walmart - Locker Room & Office Supj	11-5508-701-000	\$29.45	
		Walmart - Locker Room & Office Supj	11-5508-701-000	\$83.64	
		Walmart - Locker Room & Office Supj	11-5508-701-000	\$11.78	
		Walmart - Locker Room & Office Supj	11-5508-701-000	\$55.76	
		Walmart - Locker Room & Office Supj	11-5508-701-000	\$33.18	
		Walmart - Locker Room & Office Supj	11-5508-701-000	\$16.59	
		Walmart - Locker Room & Office Supj	11-5508-701-000	\$190.35	
		Walmart - Nursing Orientation Items	12-1208-700-000	\$5.41	
		Walmart - Fire School Supplies	12-4204-699-000	\$279.47	
		Walmart - Workforce/Cricut Supplies	12-4204-701-000	\$826.37	
		Walmart - Wreath Class Supplies	12-4204-701-000	\$79.08	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$137.63	
		Walmart - Cardinal Cafe Food Items	16-9684-743-000	\$80.94	\$3,425.84
				<u>\$23,817.07</u>	

11-General Fund	\$20,901.26	Checks approved for release prior to Board action
12-Postsecondary Technical Education Fund	\$2,570.03	
16-Auxiliary Ent Fund	\$345.78	
64-Deferred Maintenance	\$0.00	
67-Capital Outlay	\$0.00	
<u>\$23,817.07</u>		
		President <i>Deanna S. Doherty</i>
		Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/30/2026		Description	Account		Amount	Total
					Number			
142980	A Book Company			Financial Aid Books	16-0000-131-002		\$5,612.98	\$5,612.98
142981	Amazon Capital Services			Nitrile Gloves (S, M, L, XL) & Bandages	11-1112-700-000		\$50.91	
				Robert's Rules of Order, Book & Guide	11-1126-604-000		\$37.52	
				Drugs and Society Textbook	11-4203-701-000		\$69.50	
				Panel Feet, 6-Pack	11-4203-701-000		\$110.55	
				Reusable Tote Bags, 100pk	11-4203-701-000		\$104.48	
				Clinical Judgement/Test Taking Strategies	11-4203-701-000		\$297.84	
				Desktop Privacy Side Panels	11-4203-701-000		\$857.94	
				Desktop Privacy Back Panels	11-4203-701-000		\$310.14	
				Student Study Chairs	11-4203-701-000		\$1,577.20	
				Amazon Basics AAA Batteries, 36-Pack	11-4203-701-000		\$11.23	
				Amazon Basics AA Batteries, 48-Pack	11-4203-701-000		\$14.97	
				Daily/Weekly Planners, Undated	11-4203-701-000		\$263.60	
				Weekly List Notepad, 1-Year, Undated	11-4203-701-000		\$279.60	
				Accessibility and Office Supplies	11-4206-701-001		\$35.76	
				Pantry Storage Shelves	11-4208-701-000		\$319.98	
				Stage Lighting Setup for Graduation	11-5303-706-001		\$1,932.28	
				Game Ready Elbow Wrap	11-5507-701-000		\$411.00	
				Calf Compression Sleeves	11-5507-701-000		\$67.68	
				Filament Spools for 3D Printers	12-4204-701-000		\$159.97	
				Blank Items - Cricut/Engraving Project	12-4204-701-000		\$869.51	
				Blank Items - Cricut/Engraving Project	12-4204-701-000		\$35.96	
				Desk Organizer and Supplies	16-9381-701-000		\$34.18	\$7,851.80
142982	BIO Corporation			Shipping	11-1103-700-000		\$35.64	
				Preserved Cats, 14" - 18", Plain	11-1103-700-000		\$172.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/30/2026		Description	Account Number	Amount	Total
142982	BIO Corporation			Shipping	11-1103-700-000	\$98.02	
				Preserved Cats, 14" - 18", Plain	11-1103-700-000	\$473.00	\$778.66
142983	Blick Art Materials			Art Supplies	11-1101-700-000	\$16.27	\$16.27
142984	C. D. L. Electric Co., INC			Plumbing Maintenance - Materials	11-7102-649-000	\$44.44	
				Plumbing Maintenance - Labor	11-7102-649-000	\$665.00	\$709.44
142985	Cintas Corp			Hand Sanitizer Dispenser Refills	11-7102-702-000	\$116.37	\$116.37
142986	City of Parsons			Municipal Aud Rental - RN Pinning	11-5303-706-001	\$100.00	\$100.00
142987	Commerce Bank			Rental Car - M Doherty - NJCAA Sem	11-5506-601-000	\$335.54	\$335.54
142988	Council for the Advancement of Two-Year			Annual Membership Dues	11-6501-681-000	\$150.00	\$150.00
142989	Dell Marketing L P			Dell Pro Slim	11-6402-850-000	\$1,218.62	
				Dell Pro Slim (Qty - 42)	11-6402-850-000	\$45,669.96	\$46,888.58
142990	Digital Connections Inc.			Lanier Copier Maintenance Contracts	11-6503-648-000	\$108.35	\$108.35
142991	Ebsco Information Services			eBook Collection Renewal	11-4101-710-000	\$3,063.00	\$3,063.00
142992	Elan Financial Services			Hilton - M Doherty - NJCAA Seminar	11-5506-601-000	\$570.48	
				ScaffoldStore - Shipping	11-7102-649-000	\$645.00	
				ScaffoldStore - Frame Set, Accessories	11-7102-649-000	\$1,960.20	
				KS.gov - KS Board of Pharm License	12-1208-681-000	\$51.25	
				PWG - Mold Fee for Challenge Coins	12-4204-699-000	\$125.00	
				PWG - Fire School Challenge Coins	12-4204-699-000	\$531.00	
				PWG - Fire School Custom Patches	12-4204-699-000	\$976.00	
				Ozarks Coca-Cola - Returned CO2 Ta	16-9684-743-000	(\$75.00)	
				Ozarks Coca-Cola - Bag in the Box Pr	16-9684-743-000	\$329.91	
				Walmart - Cardinal Café Food Items	16-9684-743-000	\$10.72	
				Walmart - Cardinal Café Food Items	16-9684-743-000	\$64.59	
				Walmart - Cardinal Café Food Items	16-9684-743-000	\$24.74	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
142992	Elan Financial Services	Walmart - Cardinal Café Food Items	16-9684-743-000	\$35.50	\$5,249.39
142993	EVCO Wholesale Food Corp.	Supplies	16-9684-701-000	\$109.04	
		Food	16-9684-743-000	\$224.34	\$333.38
142994	H W Wilson Company, Inc	Sears List of Subject Headings, 24th l	11-4101-703-000	\$188.00	\$188.00
142995	Herff Jones, LLC	Gold Honor Cords, 70 ct	11-5303-706-001	\$600.80	
		Diploma Mailers, 200 ct	11-5303-706-001	\$186.91	
		Caps, Gowns, Tassels - Graduates	11-5303-706-001	\$4,824.05	
		Cardinal Citce Tam and Tassel	11-5303-706-001	\$176.90	\$5,788.66
142996	Herff Jones, LLC	Stage Clips for Graduates	11-5303-706-001	\$1,495.00	\$1,495.00
142997	Hillyard/Springfield	Supplies for Gym Floor Refinishing	11-7102-649-000	\$2,917.58	
		Custodial Supplies	11-7102-702-000	\$17.47	
		Hand Sanitizer Bottles, 12 oz, 12/case	11-7102-702-000	\$360.00	\$3,295.05
142998	Holiday Inn Express & Suites Parsons	Hotel for Recruit - 2 Nights	11-5509-603-000	\$237.60	\$237.60
142999	Hurst Review Services Inc	PN NCLEX Prep Reviews	11-4203-701-000	\$636.00	
		RN NCLEX Review Course	12-1208-700-002	\$4,134.00	\$4,770.00
143000	Independence Daily Reporter	Amuse Magazine Display	11-6301-613-000	\$215.00	\$215.00
143001	Instructure, Inc.	Canvas Intelligent Insights Renewal	11-5701-701-000	\$4,530.85	\$4,530.85
143002	Jenzabar, Inc.	Jenzabar Training Pool Hours	11-5701-701-000	\$44,000.00	\$44,000.00
143003	Jock's Nitch/Parsons	Shipping - Baseball - Team Shoes	11-5502-701-000	\$15.00	
		Baseball - Turfs for Team	11-5502-701-000	\$1,881.00	
		Baseball - Adizero Cleats	11-5502-701-000	\$2,079.00	
		Women's Basketball - Team Gear	11-5503-701-000	\$126.50	
		Shipping - Women's Basketball - Gea	11-5503-701-000	\$93.00	
		Women's Basketball - Team Gear/Sur	11-5503-701-000	\$186.00	
		Women's Basketball - NJCAA Game t	11-5503-701-000	\$534.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
143003	Jock's Nitch/Parsons	Women's Basketball - Adidas Backpack	11-5503-701-000	\$846.00	
		Women's Basketball - Travel Gear	11-5503-701-000	\$1,260.00	
		Women's Basketball - Gildan T-Shirts	11-5503-701-000	\$900.00	
		Men's Basketball - Adidas Adizero	11-5508-701-000	\$119.00	
		Men's Basketball - Team Gear	11-5508-701-000	\$240.50	
		Shipping - Workforce - Tablecloths	12-4204-711-000	\$24.00	
		Workforce - 8' Branded Tablecloth	12-4204-711-000	\$179.00	
		Workforce - 6' Branded Tablecloths	12-4204-711-000	\$298.00	\$8,781.00
143004	Kansas Outdoor Advertising	June Digital Billboard	11-6301-613-000	\$300.00	
		June Billboard Rentals	11-6301-613-000	\$725.00	\$1,025.00
143005	Kiwanis Club of Parsons	Dues - Ross Harper	12-1205-701-000	\$175.45	\$175.45
143006	KLKC FM	May Advertising	11-6301-613-000	\$400.00	\$400.00
143007	Labette Avenue	Summer & Fall Enrollment Ad	11-6301-613-000	\$100.00	
		Summer Sports Schedule Display	11-6301-613-000	\$15.00	
		Distinguished Alumni Display	11-6301-613-000	\$80.00	
		Summer & Fall Enrollment Ad	11-6301-613-000	\$100.00	\$295.00
143008	Labette Health	CPR Cards	12-4204-701-002	\$108.00	
		CPR Cards	12-4204-701-002	\$84.00	\$192.00
143010	Laser Designs/PSHTC	Name Badge - Dr. Gillette	11-4201-701-000	\$5.00	
		Name Badges - Allison & Howard	11-5302-701-000	\$20.00	
		Name Badge - Z Coble	11-6401-701-000	\$5.00	\$30.00
143011	Lead Tell Company, Inc	Student Lead Markers - 2028 Class	12-1210-700-002	\$849.60	\$849.60
143012	McCarty's Office Machines Inc	Lorell Lateral File Cabinet	11-4203-701-000	\$810.00	
		LEXC3210C0 Cyan Toner	11-5303-701-000	\$237.70	
		LEX C3210Y0 Yellow Toner	11-5303-701-000	\$237.70	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/30/2026		Description	Account		Amount	Total
					Number			
143012	McCarty's Office Machines Inc			LEX C3210M0 Magenta Toner	11-5303-701-000		\$237.70	
				LEX C3210K0 Black Toner	11-5303-701-000		\$204.32	
				Copy Usage - Gymnasium	11-5506-701-000		\$2.88	
				Lorell Glass Dry-Erase Board (72"x36	11-6101-701-000		\$440.96	
				ImageRUNNER Advance DX 529iFZ	11-6401-646-002		\$8,950.00	
				Nursing Annual Copier Contract	11-6503-648-000		\$900.00	
				Radiologic Tech Annual Copier Contra	11-6503-648-000		\$900.00	
				Copier Usage - Print Shop	11-6503-648-000		\$1,213.87	
				Supplies	11-6503-701-000		\$97.77	
				Canon Staple Cartridges	11-6503-701-000		\$108.00	
				Supplies	11-6503-701-000		\$49.44	
				Copy Paper, 10 Cases	11-6503-705-000		\$530.00	
				Lorell Slip-Over Floor Savers, 8-Pack	11-7102-649-000		\$465.00	
				Lorell Wraparound Floor Savers	11-7102-649-000		\$362.31	
				Copy Usage - WTC	12-1219-700-000		\$0.24	
				Copy Usage - Workforce Education	12-4204-701-000		\$15.14	\$15,763.03
143013	Mountain Measurement, Inc			NCLEX Program Reports	12-1208-670-000		\$760.75	\$760.75
143014	P1 Service, LLC			Maintenance Agreement	11-7103-649-000		\$785.00	
				Maintenance Agreement	11-7202-648-000		\$6,377.00	\$7,162.00
143015	Parsons Sun			School News Display	11-6301-613-000		\$72.00	
				Design an Ad Display	11-6301-613-000		\$99.00	
				Commencement Display	11-6301-613-000		\$120.00	
				Distinguished Alumni Display	11-6301-613-000		\$120.00	
				Enrollment Display	11-6301-613-000		\$252.00	
				Teacher Appreciation Display	11-6301-613-000		\$120.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	6/30/2026		Description	Account		Amount	Total
					Number			
143015	Parsons Sun			Cardinal Citee Display	11-6301-613-000		\$120.00	
				Enrollment Display	11-6301-613-000		\$252.00	\$1,155.00
143016	Pitney Bowes Bank, Inc			Postage - Account #20352357	11-6503-611-000		\$1,500.00	\$1,500.00
143017	Pitney Bowes Global Financial Service			Postage Machine Quarterly Lease	11-6503-641-000		\$1,065.63	\$1,065.63
143018	Presbyterian Manor			KDADS Background Check	12-4204-701-002		\$10.25	
				KDADS Background Checks (8)	12-4204-701-002		\$82.00	\$92.25
143019	QueenB Television of Kansas/Missouri			Spring Biz Builder Campaign - KFJX	11-6301-613-000		\$265.00	
				Spring Biz Builder Campaign - KOAM	11-6301-613-000		\$535.00	
				Spring Biz Builder Digital Ads - KOAM	11-6301-613-000		\$400.00	
				May Digital Advertising - KOAM	11-6301-613-000		\$2,050.00	\$3,250.00
143020	Jason L Sharp			Vehicle Expense - July	11-6501-590-001		\$900.00	\$900.00
143021	SonoSim, Inc			Probe Hardware Bundles	12-1214-700-002		\$624.75	
				Ultrasound Training - Full Systems	12-1214-700-002		\$12,579.00	\$13,203.75
143022	Styers Equipment Company			Waster Toner Box & Freight	11-6503-701-000		\$63.16	
				Cyan, Magenta, Yellow Drums/SP136	11-6503-701-000		\$1,455.00	
				Black Drum/SP1360	11-6503-701-000		\$328.00	\$1,846.16
143023	Thompson Bros. Supplies, INC			Cylinder Rentals	12-1219-700-002		\$247.95	\$247.95
143024	UniFirst Corporation			Mats, Mops, Cloths	11-7103-649-000		\$64.69	
				Mats, Mops, Cloths	11-7103-649-000		\$64.69	
				Mats, Mops, Cloths	11-7103-649-000		\$64.69	
				Aprons, Mats, Mops, Cloths	11-7202-648-000		\$270.89	
				Aprons, Mats, Mops, Cloths	11-7202-648-000		\$270.89	
				Aprons, Mats, Mops, Cloths	11-7202-648-000		\$270.89	
				Aprons, Mats, Mops, Cloths	11-7202-648-000		\$270.89	
				Aprons, Mats, Mops, Cloths	16-9482-701-000		\$70.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

6/30/2026

Check Number	Vendor	Description	Account		Amount	Total
			Number			
143024	UniFirst Corporation	Aprons, Mats, Mops, Cloths	16-9482-701-000		\$70.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$70.00	
		Aprons, Mats, Mops, Cloths	16-9482-701-000		\$70.00	\$1,557.63
143025	Vance Lawn Care, Inc	Groundskeeping - Cherokee Center	11-7103-649-000		\$460.00	\$460.00
143026	Vietti Marketing Group	May Enrollment Campaign - Socials	11-6301-613-000		\$3,390.00	
		May Advertising - KODE-TV	11-6301-613-000		\$510.00	
		May Advertising - KSNF-TV	11-6301-613-000		\$510.00	\$4,410.00
143027	Weatherproofing Technologies, Inc	Roof Repairs/Patches - Main Bldg	11-7102-649-000		\$1,720.00	\$1,720.00
143028	Westlake Hardware, Inc	Graduation Flowers and Plants	11-5303-706-001		\$173.91	
		Fasteners for Sim Lab	11-6401-701-000		\$20.41	
		Landscaping Supplies	11-7102-649-000		\$91.92	
		Maintenance Supplies	11-7102-649-000		\$35.47	
		Landscaping Supplies	11-7102-649-000		\$16.50	
		Landscaping Supplies	11-7102-649-000		\$75.88	
		Maintenance Supplies	11-7102-649-000		\$623.41	
		Maintenance Supplies	11-7102-649-000		\$56.93	
		Maintenance Supplies	11-7102-649-000		\$88.75	
		Maintenance Supplies	11-7102-649-000		\$49.96	
		Maintenance Supplies	11-7102-649-000		\$19.98	
		Landscaping Supplies	11-7102-649-000		\$27.23	
		Maintenance Supplies	11-7102-649-000		\$45.99	
		Landscaping Supplies	11-7102-649-000		\$26.97	
		Landscaping Supplies	11-7102-649-000		\$31.85	
		Landscaping Supplies	11-7102-649-000		\$7.78	
		Landscaping Supplies	11-7102-649-000		\$39.33	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
143028	Westlake Hardware, Inc	Landscaping Supplies	11-7102-649-000	\$41.34	
		Returned - Maintenance Supplies	11-7102-649-000	(\$35.99)	
		Maintenance Supplies	11-7102-649-000	\$35.99	
		Landscaping Supplies	11-7102-649-000	\$13.18	
		Maintenance Supplies	11-7102-649-000	\$7.18	
		Maintenance Supplies	11-7102-649-000	\$12.36	
		Maintenance Supplies	11-7102-649-000	\$32.16	
		Maintenance Supplies	11-7102-649-000	\$31.98	
		Maintenance Supplies	11-7102-649-000	\$9.99	
		Maintenance Supplies	11-7102-649-000	\$18.84	
		Maintenance Supplies	11-7102-649-000	\$47.97	
		Maintenance Supplies	11-7102-649-000	\$87.56	
		Landscaping Supplies	11-7102-649-000	\$16.50	
		Landscaping Supplies	11-7102-649-000	\$57.93	
		Maintenance Supplies	11-7102-649-000	\$21.99	\$1,831.25
143029	Woodworth Enterprises, Inc	KDADS Background Checks (13)	12-4204-701-002	\$133.00	\$133.00
					<u>\$204,640.37</u>
	11-General Fund		\$174,935.55		
	12-Postsecondary Technical Education Fund		\$23,053.82		
	16-Auxillary Ent Fund		\$6,651.00		
	64-Deferred Maintenance		\$0.00		
	67-Capital Outlay		\$0.00		
					<u>\$204,640.37</u>